



***UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA
CHIEF DEPUTY CLERK
VACANCY ANNOUNCEMENT 07-07***

POSITION TITLE: Chief Deputy Clerk
POSITION TYPE: Regular, Full-time (40 hours per week)
LOCATION: Sioux Falls, SD
JOB GRADE: JSP 14/15/16
SALARY MINIMUM: \$89,115
SALARY MAXIMUM: \$153,416
OPENING DATE: Friday, October 26, 2007
CLOSING DATE: First Review, Monday, November 26, 2007

DUTIES AND RESPONSIBILITIES

The Clerk's Office of the United States District Court for the District of South Dakota is recruiting for a full-time, permanent, excepted service Chief Deputy Clerk position in Sioux Falls, South Dakota. The Chief Deputy Clerk is an executive position reporting directly to the Clerk of Court and is responsible for assisting in the supervision, planning, developing, implementing and refining of office policies, procedures and programs; and management of the operations of the office.

REPRESENTATIVE DUTIES

The Chief Deputy Clerk shall exercise such administrative powers and perform such duties as may be delegated by the Clerk of Court, including but not limited to:

- Reviewing and analyzing organizational structures, reporting relationships and functional assignments, meeting current and future organizational needs.

- Establishing and adjusting long-range schedules, priorities and deadlines for completion of work assignments, and coordinating work schedules among subordinate units.

- Assigning and explaining work requirements to subordinate levels of supervision for new or changed programs, functions, goals and processes.

- Establishing operating guidelines to implement procedures, methods and other work related changes. Recommends personnel actions concerning subordinate managers and evaluating their performance.

- Performs other related duties as assigned by the Clerk of Court.

QUALIFICATIONS

A minimum of six years of progressively responsible, successful, and substantive administrative experience in public service or business that provides a thorough understanding of planning needs, organizational requirements, procedural necessities, and human aspects of managing a complex and multi-faceted organization. At least three of the six years of experience must have been in a position with substantial management responsibility.

In addition, the successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Candidate must also have the ability to provide innovative solutions to workplace problems and employee relation issues; possess excellent written and verbal communications skills; have expertise in dealing with others in person-to-person work relationships; and strong analytical and project management skills.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. The appointment is contingent upon the satisfactory completion of a background investigation. The Chief Deputy Clerk position is an Executive High Sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

All positions at the United States District Court for the District of South Dakota are excepted appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The Court requires employees to adhere to a Code of Ethics and Conduct. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The Court reserves the right to modify the conditions of this announcement without prior notice.

EDUCATION

An advanced degree in one of the following fields: management, business, law, technical application, court administration, public administration, behavioral science or the related from an accredited college or university is preferred. Educational substitutions may be made for some experience requirements.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

A minimum of 10 paid holidays per year

Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years

Paid sick leave in the amount of 13 days per year

Retirement benefits

Optional participation in Thrift Savings Plan

Optional participation in choice of Federal Employees' Health Benefits

Optional participation in choice of Federal Employees' Group Life Insurance

Optional participation in the Flexible Benefits Program

Optional participation in Long-Term Care Insurance

Optional participation in private long-term disability plan

Credit for prior government service towards leave accrual rates and retirement

APPLICATION PROCEDURES

Qualified persons interested in being considered for this position are invited to submit a cover letter, Application for Judicial Branch Federal Employment (AO-78 application form is available at <http://www.uscourts.gov>. Click on Library, then on Forms.), detailed resume, salary history and narrative statement. The narrative statement should address the following question.

Why do you want to be the Chief Deputy Clerk for the United States District Court for the District of South Dakota?

All application materials are to be sent to:

Human Resources Specialist
Chief Deputy Position
300 South Phillips Avenue, Suite 101
Sioux Falls, South Dakota 57104-6323
or

via e-mail at: human_resources@sdd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

All applications received by the screening date will be reviewed first to identify the best qualified candidates. Additional screening dates will be posted as needed until the position is

filled. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are planned but are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

If you have questions, please call Nicole Stadlman at 605-977-8953.

**U. S. DISTRICT COURT FOR THE DISTRICT OF SOUTH DAKOTA IS AN
EQUAL OPPORTUNITY EMPLOYER**